

Internal Transfer
Policy # 207

Effective: 9-1-09

Revision Date: NA

Policy:

Employees have the benefit of applying for an open position in another UC Physicians department. Employees must be notified of all open positions.

Procedure:

1. Human Resources will be notified of all open positions. Once notified, Human Resources will post the position on the UC Physicians web site for a minimum of five working days before a candidate is hired.
2. Employees must be in their current position for six months before being considered for a transfer. Exceptions must be approved by the COO.
3. Any employee interested in a posted position must notify his/her HR Consultant and complete an Internal Transfer Application. The HR Consultant will then forward the Internal Transfer Application to the hiring manager after determining eligibility for transfer. Employees are encouraged to advise their current manager of their interest in a posted position.
4. The HR Consultant will review the job description and the salary range for the position with the hiring manager. The HR Consultant will advise the hiring manager of any corrective action that has been given to the employee in the last twelve months. There may be no increase in salary if the position is in the same compensation range.
5. Before the offer is extended, the Hiring Manager must contact Human Resources to review the employee's personnel file. The Hiring Manager must also notify the employee's current manager. Managers should not solicit current employees for their open positions without first obtaining the employee's manager's consent.
6. Once an employee has accepted a position in another department, the employee must give a minimum of two weeks notice. Additional notice may be given if agreed upon by both managers. Human Resources will arbitrate if an agreement can not be reached. Once the starting date is determined, the manager of the transferring employee must complete and Employee Change Form and submit it to HR for processing.

7. The current HR Consultant will meet with the employee to complete a Termination Clearance Form. At that time the HR Consultant will collect any keys or company property. The Termination Clearance Form will then be given to the new HR Consultant to transfer the benefits, e-mail, long distance code, parking, etc.

On File

9-1-09

Policy Approved by

Date